



ST FRANCIS XAVIER CATHOLIC SCHOOL HEALTH AND SAFETY POLICY

RATIONALE

The health, safety, and welfare of all people and property within St. Francis Xavier Catholic School is a fundamental operational responsibility.

PURPOSE

It is imperative that as a school with Special Character we continue to support each other and ensure that we operate in a safe environment.

St Francis Xavier Catholic School and Board of Trustees is committed to ensuring the safety of staff, students, visitors and contractors. To meet with this commitment, the Board will comply with the requirements of the Health and Safety at Work Act 2015, to ensure that these and other people have a safe and healthy work place. They will achieve this through:

- providing a safe, physical and emotional environment and place to work in
- working with workers to improve the health and safety system in the school
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- allowing workers to report and record any obvious or perceived hazards and risks in the appropriate place, and take all possible steps to minimize or eliminate these
- investigating incidents, near misses and reducing the likelihood of them happening again
- ensuring that all workers understand that they too have a responsibility and duty to promote a safe and healthy work place
- having an emergency plan and appropriate procedures in place
- training everyone about hazards and risks so that everyone can work safely
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers who are injured or ill return to work safely
- ensuring contractors and sub-contractors working at the school operate in a safe manner.

All workers must play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems at work
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist

- reporting any health and safety concerns or issues through the reporting system
- keeping the work place tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise their exposure to workplace hazards.

OTHERS IN THE WORKPLACE

All others in the workplace including students and visitors must:

- follow all instructions, rules and procedures while in the school grounds
- report all injuries, incidents and near misses to a teacher or other staff members
- wear protective clothing and equipment as and when required to minimise their exposure to hazards while learning

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Health and safety is everyone's responsibility.

All of the above is to be reviewed annually.

*Approved by: K Weir
Chairperson*

Date Reviewed: Term 2, 2017

To be Reviewed: Term 2, 2020